



United States Department of the Interior

MINERALS MANAGEMENT SERVICE

Washington, DC 20240

SEP 12 2005



Memorandum

To: All Employees *for [unclear]*

From: Robert E. Brown
Associate Director for Administration and Budget

Subject: Volunteer Information - Hurricane Katrina Recovery

In support of the Department's initiative to recruit 2000 volunteers to assist communities affected by Hurricane Katrina, we have developed implementing procedures for use in the Minerals Management Service (MMS). Interested employees should first talk with their supervisor and determine if volunteer absence will disrupt the productivity or mission requirements of MMS, or Interior's priority relief efforts. Volunteers must have advance supervisory approval prior to volunteering. Anyone interested and available for this initiative should review the requirements of the Federal Emergency Management Agency (FEMA) Information for Volunteers attachment.

If it is determined that your absence from work will not disrupt the continuity of work or negatively impact productivity within Interior or MMS, your name will be forwarded to FEMA as an eligible volunteer. Employees should not contact FEMA directly. Prior to accepting a FEMA assignment, selected employees must notify their supervisor and the MMS point of contact listed below.

Selected volunteers should use their Government-issued charge card for all travel-related expenses, i.e., transportation, per diem (lodging and M&IE), and miscellaneous reimbursable expenses. All employees must ensure that their Government charge card account is in an "active" status and not currently suspended or approaching suspension due to delinquency. Otherwise, they cannot be approved as a volunteer. An account that is in a "limited use" category or suspended for any reason cannot be reactivated for this initiative.

Interested employees are encouraged to carefully consider their ability to volunteer for 30-90 days (or longer). Volunteers must also be physically able to work long hours under arduous conditions outdoors all day. Employees who want to volunteer for a hurricane relief cause not FEMA sponsored may do so subject to supervisory approval of leave consistent with priority mission needs of DOI and MMS.

Approved volunteers should return the attached Katrina Recovery Volunteer Data sheet electronically to Michael.Billings@MMS.Gov or by facsimile to 703-787-1046.

Our designated point of contact for this initiative is Michael Billings, Human Resources Division, telephone 703-787-1438.



KATRINA RECOVERY VOLUNTEER DATA

Employee Name _____ Telephone _____
Job Title, Series and Grade _____
Organization _____ Duty Location _____
Timekeeper Name _____ Telephone _____

VOLUNTEERING REQUIREMENTS:

1. Are you physically able to work in a disaster area without refrigeration for medications and have the ability to work in the outdoors all day?..... Y _____ N _____
2. Do you have a commercial Driver's License (CDL)?..... Y _____ N _____
3. Do you have logistics capability skills?..... Y _____ N _____
4. Are you skilled in Information Technology?..... Y _____ N _____

EMERGENCY INFORMATION: Please provide the name of a relative and a non-relative.

Relative to contact in case of emergency:

Name _____ Telephone _____
Relationship _____ Address _____

Other point of contact in case of emergency:

Name _____ Telephone _____
Relationship _____ Address _____

APPROVAL – DISAPPROVAL OF REQUEST TO VOLUNTEER:

Name of immediate supervisor _____ Telephone _____
Recommend Approval _____ Disapproved _____
Signature _____ Date _____

Name of Division Chief (or equivalent) _____
Telephone _____
Recommend Approval _____ Disapproved _____
Signature _____ Date _____

Approvals should be faxed to Michael Billings at 703-787-1046, or e-mailed to
Michael.Billings@MMS.gov

Information for Volunteers

Requirements:

- You must have your supervisor's approval.
- You must be physically able to work in a disaster area without refrigeration for medications and have the ability to work in the outdoors all day.
- You must be willing to work long hours under arduous conditions.
- You must have a Government travel credit card.

Role of assigned personnel:

- Establish and maintain positive working relationships with disaster affected communities and the citizens of those communities.
- Collect and disseminate information and make referrals for appropriate assistance.
- Identify potential issues within the community and report to appropriate personnel.
- Convey a positive image of disaster operations to government officials, community organizations and the general public.
- Perform outreach with community leaders on available Federal disaster assistance.

Training will be provided:

- If selected for deployment, volunteers will be given initial training at the Emergency Management Institute (EMI) in Emmitsburg, MD. Personnel will be re-deployed to Orlando, Florida, following initial training and prior to being further deployed to the field.
- You will be expected to use your government credit card (in good standing) for transportation, lodging, meals, and other incidentals.

Skills especially needed:

- Bilingual capabilities (all languages)
- Commercial Driver's License (CDL)
- Logistics capabilities
- Information technology (GS-2210's, including telecom specialists)

Deployment information:

- After training, volunteers will be deployed via Orlando to a disaster Joint Field Office (JFO) when conditions are safe. Some FEMA organizational clothing, FEMA identification and equipment will be supplied. FEMA will also enter your contact

information into their data base so you can be reached either by your agency or by family and friends in case of emergency.

Type of personal supplies you should bring:

- Sunscreen
- Sun hat
- Sun glasses
- Walking shoes
- Mosquito repellent
- Medication (both over the counter and prescription)
- Valid driver's license
- Government ID
- Cash (ATM's may not be working)
- Government equipment (cell phones, computers, blackberries, etc.)
- Appropriate clothing (walking shorts acceptable)
- Rain gear

When deployed, you should bring personal effects sufficient to last for a minimum period of thirty (30) days.

Frequently Asked Questions for Supervisors

What is the duty status for persons who volunteer?

A: The employee volunteers should be maintained in regular duty status. They **are not** on excused absence or any leave status. Volunteers will be issued a hard copy T&A card at their field site. The FEMA supervisor on-site will sign the volunteer's time card and it should be returned to the volunteer's agency timekeeper. It will reflect both regular hours of work and overtime. The overtime can be charged back to FEMA. Further payroll instructions for recovering overtime costs from FEMA will be provided. Regular hours and AUO or LEAP are charged to the employing agency. If the donating agency has a mechanism for tracking or estimating regular pay also, it may be prudent to do so, in case Government costs of the recovery effort are requested at a later date.

Do you have guidance on preparation of travel authorizations?

A: The employing agency, not FEMA, should prepare the travel orders.

-- Travel orders for volunteers who are traveling from outside the local commuting area to training in Emmitsburg, MD, should be open-ended and assume a minimum 30-day deployment. The employing agency should pay for travel to the training site – a one way ticket to Washington, DC and ground transportation to Emmitsburg. FEMA will handle travel arrangements post-training.

--Volunteers who live within the local commuting area for Emmitsburg will attend training and may be immediately re-deployed to Orlando or may be able to return home and to their jobs prior for a short period prior to being deployed as volunteers. If they are able to return home for a short period, they will be called by FEMA when they are needed and will be deployed initially to Orlando.

Additional information on travel cost reimbursement and travel expenses post training will be provided to the volunteers at the time of the training in Emmitsburg.

Can government contractors volunteer to go?

A: Government contractors should not volunteer under this program. Contractors are encouraged to check with their employers for information on any relief efforts that may be sponsored by their employers.

Is psychological preparation included in the training and does FEMA provide for post-deployment de-briefing?

A: Yes. There is both pre-deployment and post-deployment support for volunteers.

How will an agency know when its volunteers are deployed?

A: When volunteers reach the Orlando mobilization site, their contact information will be entered into the FEMA data base. When the volunteer is deployed, the donating agency will be notified. As this process may take a matter of days, agencies may want to request that the volunteers alert their supervisors prior to their deployment. FEMA is also willing to provide lists of deployed employees to

agencies upon request. These may be requested by your agency POC. Questions about deployed employees or emergency contacts may be directed to FEMA at 1-800-440-6728.